

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Project Coordinator

These are the *fundamental* components of the job:

- Supports Director of Commercial Insurance with projects, reporting, commercial initiatives, scheduling and administrative support.
- Facilitation of Commercial Insurance Quality Control, loss business reporting, and QC audits
- Allocation of MVR invoices
- Manage eDoc implementation process, data cleanup projects, ongoing set up/maintenance
- Monitor and distribute Company Communication inbox, QlikView for data inconsistencies
- Compile lost business and executive summary reporting, audit follow up, etc.
- Responsible for several Audit functions, including “In process” audits, policy date change audits (EFCH), DISA Audits and EOM production Audits
- Responsible for Commercial Team’s time card/PTO approvals
- Maintain EPIC company contacts and coding as well as overdue activity reports
- Record Lawley Loot/Lawley Pop, Commercial LEA approvals
- Participate in new proposal technical development and implementation
- Serve as LawleyNet SME to facilitate intranet upgrades

Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Word and Excel skills are a must; Applied/EPIC experience is preferred
- A proven ability to exercise a high degree of confidentiality, discretion and diplomacy
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, and be incredibly organized in a position with shifting priorities
- Ability to entrench in detail related work efficiently in a remote setting
- Open to continuing education, insurance knowledge and Associates degree, or higher, preferred
- Precise verbal and written communication skills, even under time constraints
- Office hours 8-4:30, workload has opportunity for flexibility



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.

A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (nearly 70 years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$43,642.50 to \$72,737.50.

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